**PHYSICS HIRING DOCUMENTS AND PROCESSING TIMELINES**

The table below assumes budget/funding and position description have been pre-approved.

Hire requests that include Visas require the [BSC Visa Form](http://ascbsc.osu.edu/sites/ascbsc.osu.edu/files/HRA%20BSC%20Visa%20Form%202.20.2012.pdf), additionally J-1 Visa hires require the [J-1 English Verification Form](http://oia.osu.edu/pdf/EnglishVerification.pdf).

***\*NOTE: Visas will add increased processing time to all hire requests:***

***J-1 Visa hires are needed 2-3 months prior to the start date; H-1B Visa hires are needed at least 9 months prior to the start date.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position | Approvals | Job Posting | Job Application | Documents | Background Check | Timeline to Submit |
| Faculty | BOT, Chair, College, OAA | Yes | Yes | Offer letter, CV | Yes | 12+ month prior to expected start date |
| Regular Staff | Chair, College, Supervisor | Yes | Yes | PAR, Resume | Yes | 6 Weeks prior to expected start date |
| Term/Temporary Staff – Paid  | Supervisor, Business Manager, College | Varies | Yes | PAR, CV/Resume | Yes | 3 Weeks prior to expected start date (if posting job, see Regular Staff)***w/Visa add 2-3 months*** |
| Temporary Staff and Visitors - Unpaid | Supervisor, Business Manager, College | No | Yes | PAR, CV/Resume | Yes | 3 Weeks prior to expected start date***w/Visa add 2-3 months*** |
| Graduate Students | Graduate School, Graduate Office, Business Manager, College | No | No | GA Contract | No | 9 Months prior to semester start date |
| Undergraduate Students | Supervisor, Business Manager, College | No | No | PAR & ASC Student Offer Form, and, if applicable FWS Job Referral Form  | No | **12 Business Days prior to start date per ASC hiring guidelines** |

**Resources:**

* ASC Hiring 10-Days Memo copy located on shared drive: Z:\Admin Fac\HR\_Admins info\Policy Updates\2015
* Physics forms (PAR) and DocuSign Student Hire Outlook Templates can be located on shared drive: Z:\Admin Fac\HR\_Admins info\HR Forms
* ASC Student offer form can be found here: <http://ascbsc.osu.edu/forms>, under Offer Letter Templates Y:\Mallory\Doc. In Process

**Processing Steps:**

**To Request Hires (non-student):** Submit all required and completed documents to Physics HR per hiring timeline above. Physics HR will send candidate an email including an application link and additional information. Admin and the supervisor/PI will be copied on the email to be kept in the loop.

**To Request Student Hires:** Admin is to coordinate and send ASC Student Offer Form in DocuSign to student candidate and send DocuSign Outlook template to student by email. If DocuSign not signed by student within 1-2 days send reminder email. All student hire documents should be sent to an OSU email address as of 09/14/15. Admin is to prepare, sign, and collect appropriate signatures on PAR for processing. Submit both signed ASC Student Offer Form and signed PAR to Physics HR for processing; hires submitted in pieces will not be tracked by HRP; please submit completed requests.

12 Business Days is a Physics hiring guideline, to help the department meet the 10 Business Day college policy.